

**EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HCMALL 11/20B**

*This announcement is for a trainee level. The position is also advertised at a full performance level.
Please see the ANNOUNCEMENT NUMBER HCMALL 11/20A for reference.*

- OPEN TO:** All interested candidates
- POSITION:** Information Unit Visa Assistant, FSN-7; FP-7*
- OPENING DATE:** August 19, 2011
- CLOSING DATE:** September 06, 2011
- WORK HOURS:** Full-time, 40 hours/week
- LENGTH OF HIRE:** Long term. Actual filling of the position is contingent upon the availability of funds
- ANNUAL SALARY:** **US\$39,994.00** (Starting salary for a 40-hour work week) - applicable to:
- U.S. Citizen EFM; and
 - At least 18 years old; and
 - Listed on travel orders of direct hire Foreign Service, Civil service, or uniformed service members under Chief of Mission authority; and
 - Residing at the sponsoring employee's or uniformed service member's post of assignment abroad; and
 - Does not receive a Foreign Service or Civil service annuity.
- US\$34,324.00** (Starting salary for a 40-hour work week) - applicable to:
- Non-U.S. Citizen EFM, MOH with SSN number; or
 - U.S. Citizen EFM of Agencies or offices, or uniformed service members **NOT** under Chief of Mission authority; or
 - U.S. Citizen EFM who receives a USG retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service; or
 - EFM hired under PSA mechanism; and
 - Residing at the sponsoring employee's or uniformed service member's post of assignment abroad.
- US\$15,130.75 (U.S. Minimum Wage)** - applicable to:
- U.S. Citizen employees who are not EFM, MOH listed above; and
 - Not holder of diplomatic passport; and is a local resident; and
 - Is subject to the host country employment and tax law; and
 - Has the required visa, residency permit and work permit in order to work legally in the host country.
- US\$8,300.00 (Position Grade: FSN-7- Starting salary)** - applicable to:
- A host country national or foreign national, who is not a U.S. citizen, nor a family member, MOH of a direct hire Foreign Service, Civil service, or uniformed service members under Chief of Mission authority; and
 - Is subject to the host country employment and tax law.

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment for the Information Unit Visa Assistant position in its Consular Section.

NOTE: ALL APPLICANTS WHO ARE NOT FAMILY MEMBERS OF U.S. GOVERNMENT AGENCIES OR OFFICES UNDER/NOT UNDER CHIEF OF MISSION'S AUTHORITY MUST HAVE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTIONS OF THE POSITION

Incumbent of this position will serve as Information Assistant in the Consular Section at the U.S. Consulate General in Ho Chi Minh City. While administratively a part of the Immigrant Visa Unit, in fact the incumbents are responsible for providing information on all aspects of consular work; managing all communication between the Consular Section and visa

applicants, U.S. citizens, legal representatives, Members of Congress, the State Department, other U.S. Government agencies and the public; maintaining a comprehensive understanding of the complex details of the Immigration and Nationality Act (INA) and evolving visa and American Citizen Services procedures and policies and all consular standard operating procedures. The incumbent will exercise quality control and high service standards over all aspects of communication between the Consular Section and the public.

Please contact the Human Resources Office at 3520-4200 X4342/4274 for further inquiries.

QUALIFICATION REQUIREMENTS

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school is required.
2. Must have at least one year of progressively responsible experience in work involving the application of relatively complex regulatory material along with extensive public contact or closely related work.
3. Must have comprehensive knowledge of general office management practices.
4. Must have abilities to deal with the public with patience and tact; apply good judgment in evaluating evidence and to apply relatively complex regulations; multitask efficiently with a high degree of accuracy in a very demanding work environment; work under pressure; translate/interpret professionally English to Vietnamese and vice versa. Must have excellent organizational, communications, and interpersonal skills.
5. Must demonstrate proficiency in word processing, spreadsheets, databases and other computer applications (i.e. Microsoft Office, Excel, PowerPoint, etc.) (this will be tested).
6. Level 3 (Good working knowledge) Speaking/Reading/Writing English is required (this will be tested). Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

You may download the application form at

<http://hochiminh.usconsulate.gov/jobs.html>. Paper copies are available from Security Guard at Post 4 at the U.S. Consulate in Ho Chi Minh City between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

ADDITIONAL SELECTION CRITERIA

Please see post eligibility & qualification requirements on the Management Office bulletin board/intranet (Sharepoint) or on the Consulate website.

SUBMIT APPLICATION TO

Management Office
U.S. Consulate General, 7A Mac Dinh Chi Street
District 1, Ho Chi Minh City
Tel. 84-8-3520-4342/ 4274
Fax: 84-8-3520-4233

CLOSING DATE FOR THIS POSITION: SEPTEMBER 06, 2011

(All applications must be received by the closing date to receive consideration. Only short listed applicants will be contacted for interviews.)